

# Program Letter

## United States Railroad Retirement Board Office of Programs



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Quality Reporting Service Center

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Letter No. 2003-04

Date: April 23, 2003  
(Revised June 12, 2003)

TO: **Certification Contact Officials**

SUBJECT: **NATIONAL RAIL EMPLOYER TRAINING SEMINAR 2003**

### **Second Notice – Deadline Extended to July 3, 2003**

**Registrations will be accepted after this date but it may be necessary for us to adjust your schedule according to the sessions that are still available at that time.**

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#### **NETS 2003**

This letter provides all the information you need to register for the fifth National Employer Training Seminar, which is being held on August 6, 7, and 8, 2003 at the Radisson Hotel & Suites in Chicago, Illinois. You are responsible for your own transportation, meals, and lodging expenses. **National Reporting Officers and other Labor officials should disregard this notice. Within the next year the RRB will present a seminar that is uniquely designed to address the training needs of labor organizations.**

**Please provide this information to all the appropriate parties within your organization.** This seminar is developed for those persons who work in, or manage, records of service, compensation and contributions paid to the RRB, or related areas. This includes, but is not limited to, payroll personnel, accountants, controllers, claims agents, benefit administrators, auditors, and executives of employers covered under the Railroad Retirement Act and the Railroad Unemployment Insurance Act.

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**SEMINAR  
HIGHLIGHTS**

The seminar begins at 1:00 p.m. Wednesday, August 6<sup>th</sup> and ends at 11:30 a.m. Friday, August 8<sup>th</sup>. The Management Member of the Board, Jerome F. Kever, will open the seminar, followed by Ms. Catherine Leyser, Director of Assessment and Training, and other agency officials who will discuss current topics of general interest.

The plenary session is followed by two breakout sessions. Four breakout sessions are scheduled Thursday and three Friday. Each attendee chooses the particular breakout sessions that meet his or her needs. We have several exciting new sessions this year. One is on Experience Rating. A team of experts that will cover all aspects of payments, taxes and recoveries related to Unemployment and Sickness benefits. We are also offering a session on Filing Internet Reports that will demonstrate the RRB's Internet site for employer reporting.

We suggest that attendees who are new to Railroad Retirement reporting attend the following sessions: "Master the Basics, Creditable Compensation, Creditable Service and Reports and Correspondence". If you have Internet access, we also recommend the session on "Filing Internet Reports".

You will also have an opportunity to join a discussion group conducted by Ms. Leyser to discuss "What's on Your Mind", where you can share your ideas on what you want to see from the RRB. The discussion group will convene immediately following the luncheon Thursday. Come prepared to share your thoughts with us.

An Information Fair will be held Friday concurrent with the breakout sessions.

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**HOW TO  
REGISTER**

Read the breakout session descriptions, session schedule, and luncheon information included with this letter, and complete the enclosed registration form. Due to rising costs, we are charging a nominal registration fee of \$15.00 that will help us defray the costs of refreshments. Since the fee is very low, the cost of administering refunds would be prohibitive, so there will be **no refunds after Friday, July 25<sup>th</sup>**. Please complete one form for each person attending the seminar. Photocopies are acceptable. You may also register on our web site.

<b>Mail your registration form and \$15.00 registration fee to:</b>	U.S. Railroad Retirement Board Quality Reporting Service Center 844 North Rush Street Chicago, IL 60611-2092
<b>Make your check payable to:</b>	“National Employer Seminar”
<b>Fax your registration form to:</b>	(312) 751-7190
<b>Register on the web:</b>	www.rrb.gov. Look for the link on the home page.

**Please return the registration form and \$15.00 payment as soon as possible, and no later than, July 3.** We will attempt to accommodate reservations received after July 3, but some sessions may be closed. The earlier you register, the more likely you will receive the schedule of your choosing.

Confirmations of registration will be sent beginning June 7, and every two weeks thereafter. Confirmations will include directions to the hotel and other useful details.

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**HOTEL  
RESERVATIONS**

The seminar is being held at the Radisson Hotel & Suites Chicago, 160 E. Huron Street. The hotel, which hosted our 2000 seminar, is in the heart of Chicago’s business, dining and shopping district with many activities available within walking distance. Arrangements have been made with the hotel to give attendees a discounted room rate of \$130 plus 14.9% tax per day for single occupancy, and \$140 plus tax per day for double occupancy.

To make reservations, call the **Radisson Hotel (312) 787-2900** or access their web address at <http://www.radisson.com/usrailroad> and notify them that you are requesting a reservation for the Railroad Retirement Board seminar. **Reservations must be received by July 3.** Do not delay. We have only a limited number of discounted rooms available.

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**LUNCHEON**

There will be a luncheon with a cash bar on Thursday, August 7<sup>th</sup> at 1:00 p.m., followed by a general session. An official from the newly created National Railroad Retirement Investment Trust has been invited to be the keynote speaker at the luncheon.

The cost of the luncheon is \$35 and advanced payment and reservations are required. Attendance at the Luncheon is optional. The menu includes:

*Garden salad; Chef's selection of fresh vegetables; Freshly baked rolls; Apple Pie with Homemade Carmel Sauce; and your choice from the following three entrees:*

***Marinated London Broil**, London Broil with sherry sauce and garlic mashed potatoes, **or***

***Chicken Picatta**, Seasoned and lightly floured Chicken Breast sautéed with herbs and lemon juice, **or***

***Baked White Fish**, Flaky baked White Fish served with a Chardonnay Sauce.*

A special dietary or vegetarian entree can be arranged upon request. If you choose to attend the luncheon, please complete **Part C** of the registration form.

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**INFORMATION FAIR**

This open forum offers you the opportunity to meet with knowledgeable specialists from the Railroad Retirement Board, the Internal Revenue Service, the Social Security Administration, and US Bank which administers the RRBLINK system. Following are a few highlights of the Information Fair.

- Receive a hands-on demonstration of:
  - The Windows RRBLINK tax deposit system and preview the new Internet banking options.
  - The RRB Internet Reporting system for filing employer reports.
  - The RRB Internet Services available to you and your employees.
- Review any unresolved report errors or outstanding referrals for employees of your organization and receive help correcting the errors.
- Surf through the features of the RRB web page and practice Internet searches.

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<b>CONTINUING EDUCATION CREDIT</b>	Many licensing boards and professional organizations will grant Continuing Education credit for attendance at our workshops when you submit the course outline and a certificate of attendance. Contact your own board or organization to find out what is required.
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<b>QUESTIONS</b>	If you have any questions about the seminar, or you require a special lunch meal or accommodations, please address them to any of the staff at (312) 751-4992. We are looking forward to seeing you in August.
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Enclosures: Schedule of Breakout Session  
Descriptions of Breakout Sessions  
Seminar Registration

cc: Office of the Management Member  
Director of Assessment and Training  
QRSC Specialists (3)  
QRSC Subject File: NETS 2003

WJS:NAC:nac